

## Sharing Your Outlook 2003 Calendar

### Step 1

1. Open your Outlook Calendar
2. Click Share My Calendar

### Step 2

3. The Calendar Properties window displays.
4. Click Add

### Step 3

5. Either Scroll or Search for my first name
6. Select my name
7. Click Add
8. Click OK

### Step 4

9. Limit my access to Reviewer in the Permission Level drop down window.
10. Click OK.

